

Operational Procedure: Review of the Information Publication Scheme

This Operational Procedure is issued under the authority of the Assistant Commissioner (General Counsel) and should be read together with the [ACNC Policy Framework](#), which sets out the scope, context and definitions common to our policies.

Procedure

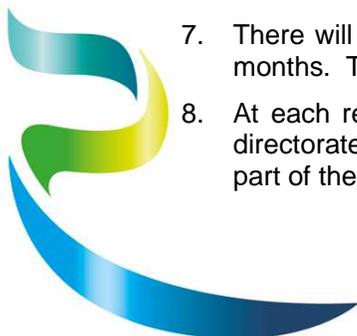
1. This Operational Procedure sets out how the ACNC will conduct reviews of its Information Publication Scheme (IPS).
2. Part II of the *Freedom of Information Act 1982* (Cth) (FOI Act) requires that agencies publish certain information as part of their IPS. The FOI Act further requires that agencies ensure that information published in the IPS is accurate, up-to-date and complete (section 8B).

Ongoing Obligations

3. The IPS should be updated on an ongoing basis, since new information is produced and existing information changes. Staff should refer to [Operational Procedure 2013/01 "Identifying documents for the Information Publication Scheme"](#) (OP 2013/01) for information on how to identify an IPS document and request its publication. This review process is intended to reinforce the ongoing maintenance of the IPS.
4. There are 10 categories of information that must be published on the IPS (set out below). Each category of information has been designated to a particular director, who is responsible for ensuring that that information is published on the IPS and is accurate, up-to-date and complete. The table in Attachment 1 sets out these categories and lists the responsible director.
5. In relation to the last category (operational information), each director is responsible for ensuring that any operational information that has been created, or is otherwise held in that directorate, is accurate, up-to-date and complete.
6. Any information (including operational information) that is required to be published in the IPS should be listed on the IPS Information Register. Operational information that is recorded in the IPS Information Register will include the director that retains responsibility for ensuring the document remains accurate, up-to-date and complete.

Reviews of the IPS

7. There will be a limited review of the IPS every quarter and a full review every 12 months. The FOI contact officer will be responsible for leading these reviews.
8. At each review, directors will be required to review the documents held by their directorate with regard to the categories of information required to be published as part of the IPS. They should ensure:



- the current version of required documents that their directorate owns is published on the IPS
 - new documents generated since the last review that are required to be published have been forwarded for publication (in accordance with the procedure set out in OP 2013/01).
9. Directors should also consider whether their directorate holds any other documents that could be published to further the objects of the FOI Act or the ACNC Act.

References

[Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#)

[Freedom of Information Act 1982 \(Cth\)](#)

[ACNC Information Handling Policy](#)

[ACNC Freedom of Information Policy](#)

[ACNC's IPS Agency Plan](#)

[Operational Procedure: Identifying documents for the Information Publication Scheme](#)

Operational Procedure: Publishing Information under the Information Publication Scheme

Attachment 1: IPS information

Information required under section 8(2) of the FOI Act	Director
The IPS agency plan prepared under s 8(1) of the FOI Act	Legal
Details of the structure of the agency's organisation (for example, in the form of an organisation chart).	Business Services and Communications
As far as practicable, details of the functions of the agency, including its decision-making powers and other powers affecting members of the public (or any particular person or entity, or class of persons or entities).	Legal
Details of the appointments of officers of the agency that are made under Acts (other than APS employees within the meaning of the Public Service Act 1999).	Legal
The information in annual reports prepared by the agency that are laid before the Parliament.	Communications
Details of arrangements for members of the public to comment on specific policy proposals for which the agency is responsible, including how (and to whom) those comments may be made.	Policy
Information in documents to which the agency routinely gives access in response to requests under Part III (access to	Legal

documents), except information of the following kinds: (i) personal information about any individual, if it would be unreasonable to publish the information; (ii) information about the business, commercial, financial or professional affairs of any person, if it would be unreasonable to publish the information; (iii) other information of a kind determined by the Information Commissioner under subsection (3), if it would be unreasonable to publish the information.	
Information held by the agency that is routinely provided to the Parliament in response to requests and orders from the Parliament.	Communications
Contact details for an officer (or officers) who can be contacted about access to the agency's information or documents under the FOI Act.	Legal
The agency's operational information. Operational information is defined as 'information held by the agency to assist the agency to perform or exercise the agency's functions or powers in making decisions or recommendations affecting members of the public (or any particular person or entity, or class of persons or entities)' (s 8A(1)).	All

Version	Date of effect	Brief summary of change
Version 1 - Initial policy	28/03/2013	Initial OP endorsed by Assistant Commissioner (General Counsel) on 28/03/2013
Version 2 – amended policy		Provides more detail on: <ul style="list-style-type: none"> • Allocation of responsibility to directors for maintainng parts of the IPS • Removal of reference to CMC and updated information provided about the procedure for reviewing the IPS • Removing information about the role of the FOI contact officer after receiving operational information as this is dealt with in Operational Procedure: Publishing information on the IPS